

HUMAN RESOURCES OFFICE

ATSUGI SATELLITE OFFICE

DIEGO GARCIA VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: DG-016-2016

TITLE/SERIES/GRADE: (2) CONTRACT SPECIALIST, OG-1102-09/10/11

SALARY: OG-09: \$12,801.00 - \$19,628.00 PER ANNUM
OG-10: \$16,266.00 - \$24,999.00 PER ANNUM
OG-11: \$21,843.00 - \$33,643.00 PER ANNUM

OPENING DATE: 18 OCT 2016

CLOSING DATE: 01 NOV 2016

LOCATION: Acquisition Branch, Facilities Engineering and Acquisition Division (FEAD), Public Works Department Diego Garcia, Naval Facilities Engineering Command Far East, Japan

AREA OF CONSIDERATION: All eligible candidates on-island

RPA NUMBER (HRO USE ONLY): 508767

NOTES:

1. Appointment is temporary not to exceed one year. Appointment may be extended at management's discretion.
2. Initial tour of duty is 12 months. Employee will be eligible for return travel at the end of the tour, if granted an additional tour.
3. Grade shown is equivalent to GS-08/09/11.
4. Career ladder position. Full performance level of this position is OG-11, which is equivalent to GS-11.
5. This position has promotion potential to the OG-11 grade. If selected below the full performance level, incumbent may be noncompetitively promoted to the next higher grade level after meeting all regulatory requirements (time-in grade), and upon the recommendation of management. Promotion is neither implied nor guaranteed.
6. Selectee will be required to successfully complete a pre-appointment physical examination prior to entrance on duty.
7. Overseas differential (25% of the base pay), meal allowance, laundry allowance, health benefits plan and year-end bonus are in addition to the base pay shown above.
8. Salary shown above includes Misc Benefits Allowance.
9. Minimum age is 21 years old.

DUTIES:

Negotiates prices and executes indefinite-delivery, indefinite-quantity (IDIQ) orders for services, including construction and architect-engineering services, provisioned items, and repairs. Plans, schedules, and administers all required contracting actions, when required. Personally reviews contractor proposals when precedents are available, or obtains and analyzes technical reviews when in-depth evaluations are necessary. Analyzes and evaluates unit cost and pricing data contained in proposals for reasonableness and fairness. Consults with contractor personnel, engineers, auditors, and administrative personnel to determine that pricing, make or buy decisions, and all cost impact decisions are in the best interest of the Government. Establishes a negotiation position based on technical reviews, historical data, and professional business analysis of

contractor's operations and methods, and analyzes and recommends for approval governing profit or fee. Prepares negotiation memoranda to explain rationale and methods used in arriving at the final settlement, including determinations as to whether the "combo pre/post" or "pre-then-post" memoranda format is in the best interest of the Government, and conducts peer reviews of negotiation memoranda of department co-workers, including advice and edits based on policy, procedure, research, and precedence knowledge. As authorized, negotiates labor rates and hour quantities, resolves disagreements between Government and contractor involving cost and pricing, statements of work, and scheduling, and negotiates and executes modifications, as necessary. Negotiates directly with contractor personnel to obtain a final settlement. Conducts research and studies to ensure that contractor's operations are fully in compliance with the provisions of the contract. Ensures that all contractor's proposals and operations are compliance with the applicable contract, other special provisions, and all applicable policies, either through personal evaluation and written analysis or in approvals of co-workers written analyses.

QUALIFICATION REQUIREMENTS: Must meet basic requirement and one year specialized experience at the next lower grade level.

BASIC REQUIREMENTS:

A. A 4-year course of study leading to a Bachelor's degree with a major in any field

AND,

B. At least 24 semester hours in any combination of the following fields; accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

OG-09 & OG-10: Two (2) full academic years of progressively higher level graduate education or masters or equivalent graduate degree or LL.B. or J.D.

OR

One (1) year specialized experience to at least GS-07 equivalent to OG-08

OG-11: Three (3) full academic years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree

OR

One (1) year specialized experience to at least GS-09 equivalent to OG-10

Foreign education must be evaluated for U.S. equivalency in order to be considered for this position. Please submit your foreign education evaluation with your application if available.

Special Note:

- **Copy of College Diploma and Transcript of Records must be submitted with the application. Certified true copies must be submitted upon acceptance of job offer.**
- **Submission of the foreign education evaluation report which could be within 60 to 70 calendar days from the job offer date is a pre-requisite to the hiring process.**

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to successfully perform the duties of the position, and that is typically in or related to contract administration and cost and price analysis.

See specifics: OPM Qualification Standard for GS positions: <http://www.opm.gov/qualifications/> for GS positions Group Coverage Qualifications Standards for <http://www.opm.gov/qualifications/Standards/group-stds/gs-cler.asp>

SPECIAL REQUIREMENTS:

1. SUBJECT TO SATISFACTORY COMPLETION OF BACKGROUND CHECKS
2. MUST ADDRESS KSAs

EVALUATION FACTORS (Knowledge, Skills and Abilities (KSAs):

1. Knowledge of a wide range of contracting methods and contract types to plan and carry out pre-award and/or post-award procurement actions. Knowledge of contract administration functions relating to contracts with fixed price award fee/indefinite quantity.
2. Knowledge and skill in the of negotiation techniques to conduct contract negotiations.
3. Knowledge of cost and price analysis sufficient to review proposals against previous history, actual expenditures; and establish rates to determine a negotiation position; and to evaluate and use results of review performed by cost/price analysis.
4. Ability to use judgment in selecting methods and techniques to accomplish assignments within the scope of the established guidelines and precedents.
5. Skill and proficiency in using the English language, in both oral and written communications. Contacts are with private contractors, contractor officials, personnel at the NAVFAC FE organization and NAVSUPFAC and tenant commands.
6. Demonstrate computer proficiency using typical office desktop applications such as word processors, spreadsheets, and similar applications

INQUIRIES REGARDING THIS VACANCY: Call HRO Diego Garcia, DSN: 370-4140 or HRO Atsugi Satellite Office, DSN: 264-3422.

VACANCY ANNOUNCEMENT INFORMATION AND INSTRUCTIONS

TO APPLY: Application and forms must be received in the **HUMAN RESOURCES OFFICE, GROUND FLOOR, BLDG. 136, U.S. NAVY SUPPORT FACILITY, PSC 466, BOX 2 FPO AP 96595-0002 (ATTN: MS. BABES CABACABA)**, by the **closing/cutoff date** of the announcement. All applications must show the announcement number and grades applying for. **Do not submit copies of position/job descriptions, training certificates or other extraneous material not requested.** It is the applicant's responsibility to make a copy of the application attachments for future use. **Applications and attachments will not be retrieved for duplication or for return.** Each applicant is responsible for submitting complete information on his/her qualifications to include an accurate description of experience and dates of experience. Applicants must meet all eligibility and qualifications requirements as of the closing date/cut-off date of the announcement. **Failure to submit required information or to meet the closing/cut-off date may result in a loss of consideration for the position for which you are applying. Postmark date, faxed or emailed applications will not be accepted.**

FORMS REQUIRED:

1. **OF 612** - Optional Application for Federal Employment, resume, or other written format. ***Those using a resume or other written format should refer to the flyer OF 510 - "Applying for a Federal Job" for required information.***
2. **Resume and alternative forms of applications MUST contain the following:**
 - Announcement number, title and grade of the job for which you are applying.
 - Full name, mailing address, and day and evening telephone numbers; Social security Number; country of citizenship
 - Education: Name of high school, city, state and date of diploma or GED; name of college and/or university, city state; majors with type and year of any degrees received.
 - Highest Federal civilian grade held (also give job series and dates held*); proof of reinstatement eligibility, if applicable.
 - Work Experience: Job title, duties and accomplishments, employer's name and address; supervisor's name and phone number; starting and ending dates (Mo/Yr), hours per week, & salary. Include all

relevant experience, whether it was paid or volunteer work. Do not send copies of job descriptions, personal endorsements or other unsolicited material. If you do not wish us to contact your present employer, please state clearly.

- Other Qualifications: List dates and titles of job-related training courses, certificates, licenses, honors, awards, and special accomplishments.
- An original signature and date.

3. Supplemental Experience Statement or separate sheet addressing KSA's (knowledge, skills & abilities) as required by the announcement.

4. SF-50 copy – Submit if current or previous Federal employee or reinstatement eligible. NAF employees must provide most recent copy of Personnel Action Report (PAR) and HRSCPR 12300. CIPMS employees must provide a copy of the SF-50 which shows the appointment into a position covered by CIPMS and the most recent SF-50.

QUALIFICATION REQUIREMENTS:

Evaluation will be based on OPM approved qualification standards for the specific occupational series.

Selective Factors, if identified, are part of the minimum qualification requirements and will be used for determining basic eligibility in that they represent knowledge, skills, abilities, or special qualifications that are in addition to the minimum requirements in a qualification standard, but are determined to be essential to perform the duties and responsibilities of a particular position. **Applicants who do not meet a selective factor are ineligible for further consideration.**

EDUCATION: All substitutions of education for experience will be made in accordance with OPM approved qualification standards. A person desiring to qualify on the basis of substituting education for experience, or when education is a basic requirement for the position, must provide documentation or proof that he/she has met the education provisions. (Such as: official transcripts OR statement from institution's registrar, dean, or other appropriate official.) **Applicants may be required to include evidence that foreign education is comparable to education received at accredited educational institutions in the United States.**

EVALUATION METHOD: Information contained in the application to include KSAs and performance appraisal will be used to determine basic eligibility and to identify the best qualified candidates. For each work experience, if you describe more than one type of work (for example, carpentry and painting, or guard and supply), provide the approximate percentage of time you spent doing each.

OTHER PERTINENT INFORMATION:

- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.
- The filling of positions is subject to referrals and placement from regulatory placement programs.
- If circumstances warrant, management may decide at any time to cancel a vacancy, change the area of consideration, and/or the number of positions to be filled. The selecting official is entitled to select any certified candidate, to non-select all candidates or to select from other sources during the recruitment process.
- These announcements may serve to provide a supply of qualified applicants for the immediate vacancy and subsequent vacancies or for any other similar vacancies at the same command.
- It is a violation of 181 USC 1719 to use postage paid government envelopes to mail job applications. Facsimile or email applications will not be accepted, unless otherwise authorized.